

# CEERIS

U.S. Army Corps of Engineers  
Electronic Recordkeeping Information  
System

February, 1997

# Overview

- Records and Documents
- Records/Document Management
- CEERIS
- Benefits
- Implementation Process

# Records/44 USC 3301

- All books, papers, maps, photographs, machine -readable materials, or other documentation regardless of physical form or characteristics
- Made or received under Federal Law or in connection with the transaction of public business
- Preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities or because of the informational value of data in them

# Record Types

- **PERMANENT** - For the Life of the Republic  
(Never Destroy)
- **TEMPORARY** - Finite Period of Time  
(Disposable)
- **VITAL** - Permanent or Temporary  
Emergency - Operating  
Rights & Interest

# Documents

- A Document **IS NOT** Just One or More Pages of Paper
- A Document **IS** a Collection of Information (Data)
  - Text            - Charts        - Photos
  - Graphics      - Images            - Etc.
  - Tables        - Video

# Document Management

The organization, control, and administration of documents

# Document Management

- Creation
- Collection
- Organization
- Control
- Storage
- Retrieval
- Dissemination

# Records Management

Document Management



Records Disposition

# CEERIS

## ■ Records/Document Management System

- Functional Requirements
- Functional Components

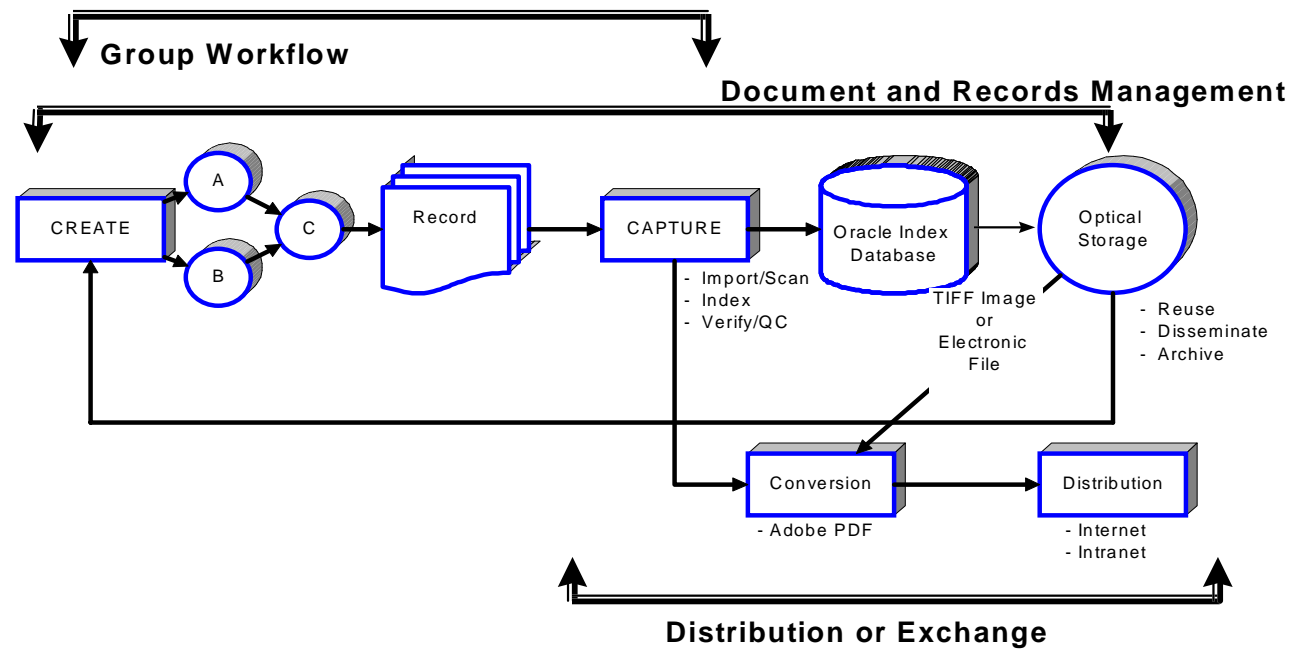
# CEERIS Functional Requirements

- NARA
- MARKS
- Rules of Evidence
- ANSI, DoD, DA, and Corps Requirements for Open Systems Architecture

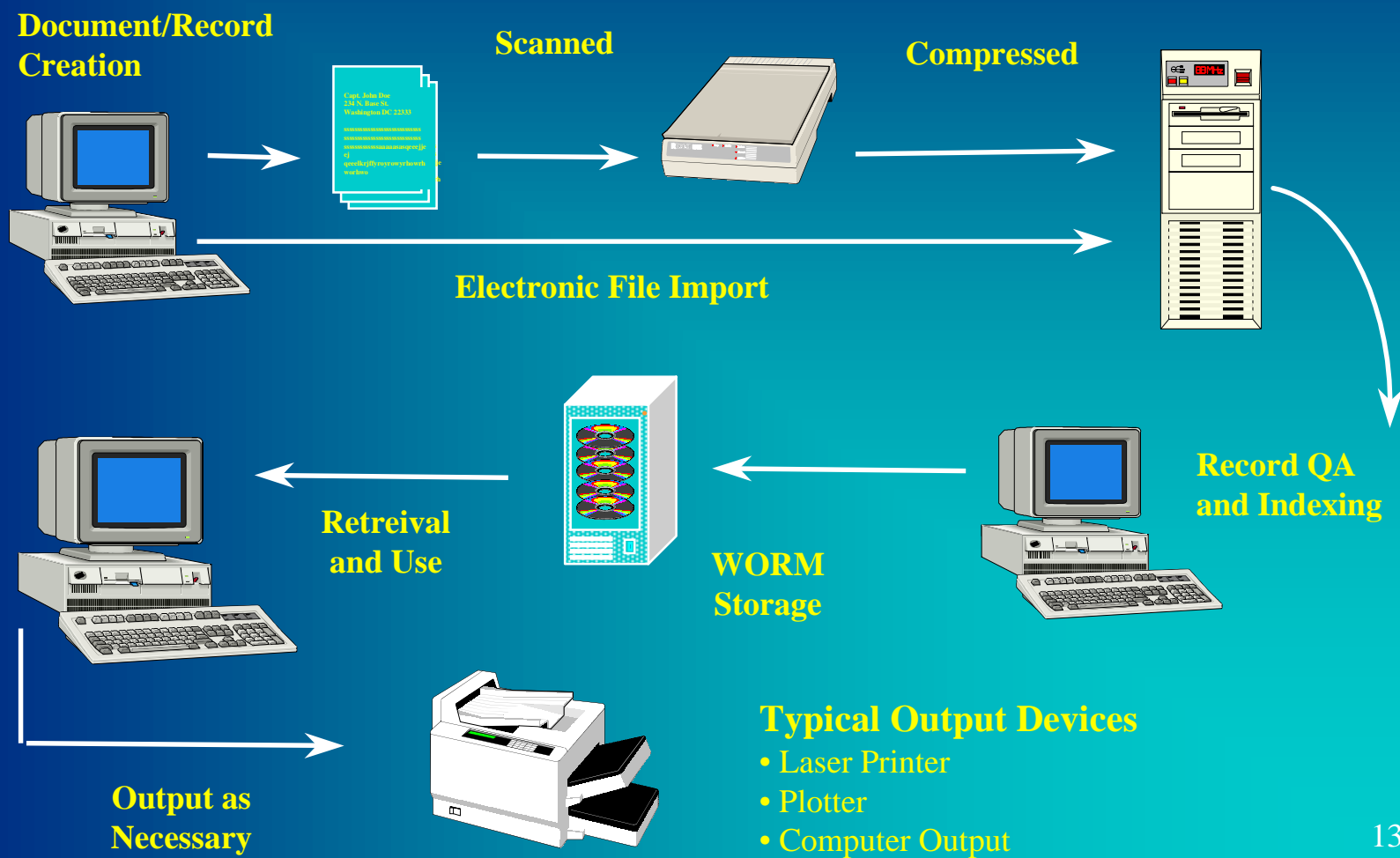
# CEERIS Functional Components

- Image Server
- Jukebox
- Index Server
- Scan/Index Workstation(s)
- Document Retrieval Workstations

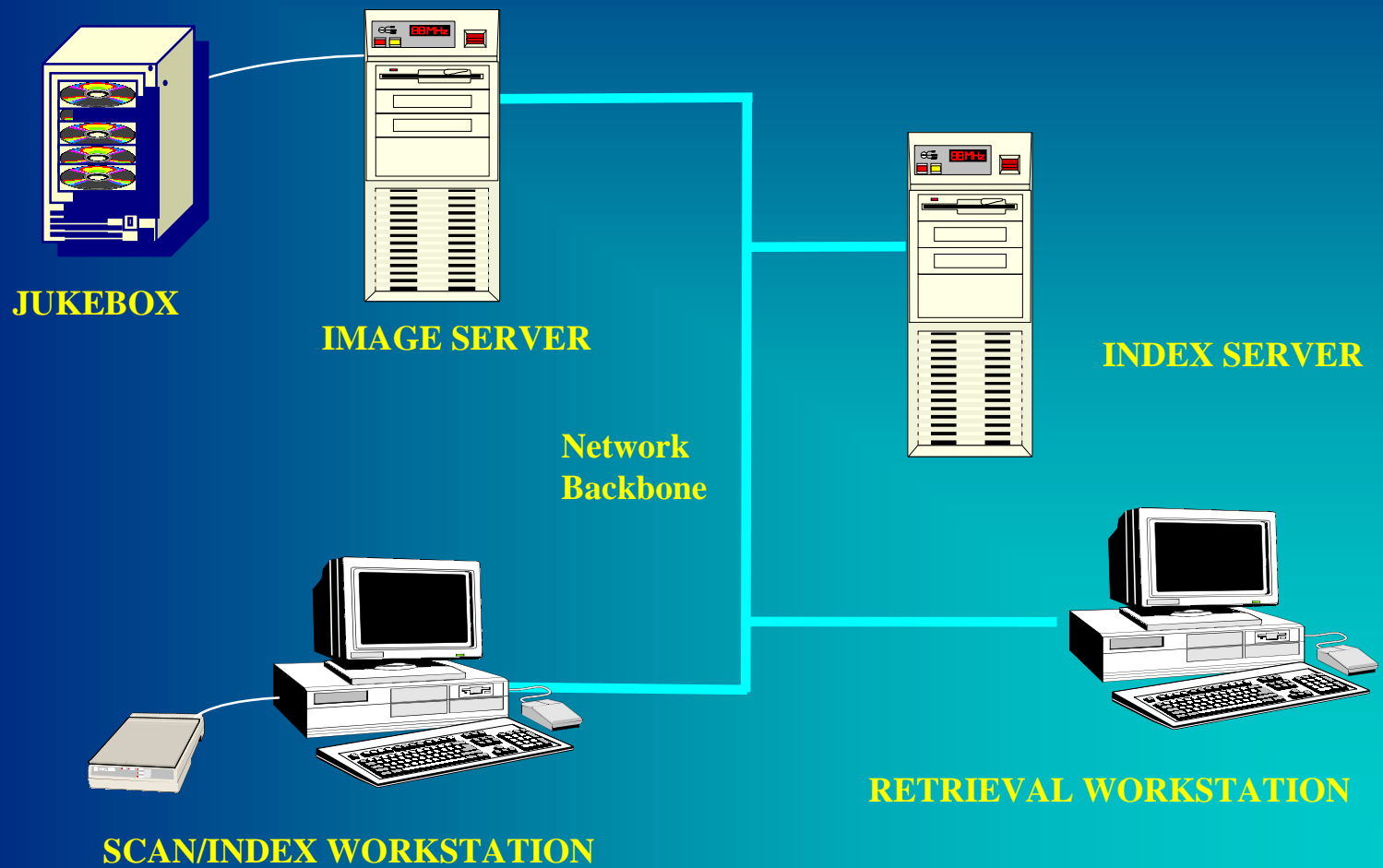
# Document Workflow



# CEERIS Process Flow



# System Configuration



# CEERIS Benefits

- Optimize and Streamline Business Functions
- Rapid Access to Information
- Time/Mission Critical Decisions
- Responsiveness
- Productivity

# CEERIS Benefits

- Improved Reliability of Information Holdings
- Simplified Dissemination
- Concurrent Access
- Storage Space
- Cost Savings

# Implementation Process

- Analysis and Definition Phase
- Implementation Phase
- Operation and Maintenance Phase

# Analysis and Definition Phase

- Enterprise Considerations
- Implementation Task Group
- Conversion Strategy
- Workflow Analysis
- System Components
- Project Plan
  - Implementation Schedule
  - LCMIS Documentation - ASDP

# Enterprise Considerations

- Extent of Final Implementation
- Independent or Shared Systems
- Hardware Redundancy
- Software Licensing Costs
- District-Level Responsibilities
- Branch-Level Responsibilities

# Implementation Task Group

- Program Leader
- Task Group
- Dynamic Group
- Plan and Coordinate Implementation

# Conversion Strategy

- Volume of Current Holdings
- Organization and Composition
- Disposition Schedule
- Media
- New Production Estimate
- Source Application  
(office application, CAD, etc.)

# Conversion Strategy

- On-Site Personnel
- Off-Site Service
- On-Site Contractors
- Centralized or Decentralized

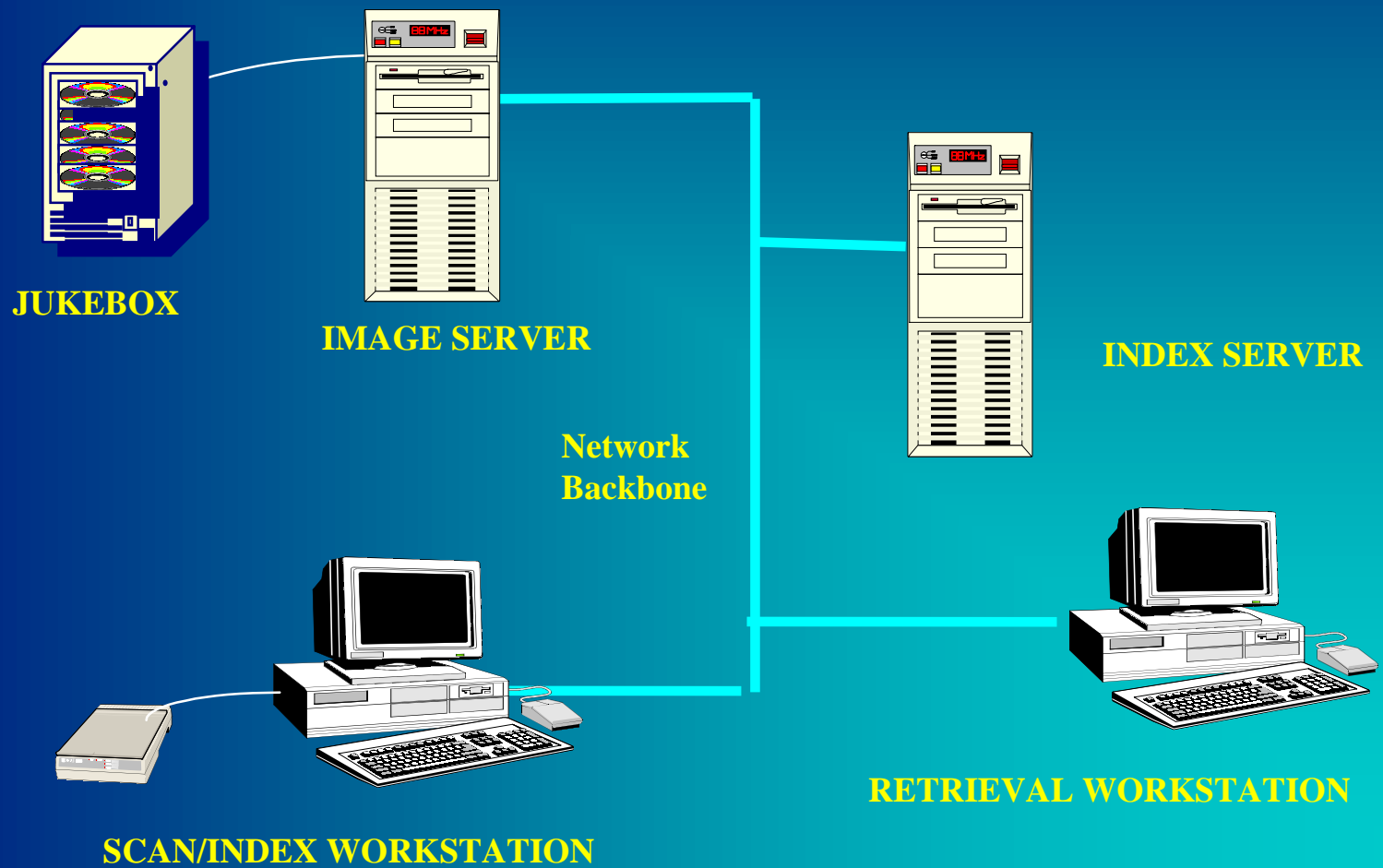
# Workflow Analysis

- How does work get to branch?
- Who makes assignments to sections, within section?
- Who does what to complete the assigned action?
- Who is responsible for filing completed action and maintaining files?
- What are the shared information needs across the functional elements?
- What information is needed at the various levels of management?

# System Components

- Jukebox
- Index Server
- Image Server
- Scan/Index Workstation(s)
- Document Retrieval Workstations

# System Configuration



# System Components

## ■ Image Server

- Pentium/166MHz with 128MB RAM
- Windows NT
- SQL Server
- DiskExtender

# System Components

## ■ Jukebox

- HP 40fx
- Dual Drive
- WORM Media

# System Components

## ■ Index Server

- CDS CEAP Server
- Unix Operating System
- Oracle RDBMS
- CEERIS Index Database

# System Components

## ■ Scan/ Index Workstation

- Pentium/75 MHZ Microcomputer with 32MB RAM and 1.06GB Hard Disk
- Dual Page 19” Monitor
- Group IV Compression Scanner with SCSI II
- Microsoft Windows 95
- Oracle SQL\*Net
- ApplicationExtender
- CEERIS Application Software

# System Components

## ■ Retrieval Workstation

- 486/66 MHz Microcomputer with 16MB RAM
- Microsoft Windows 95
- Oracle SQL\*Net
- CEERIS Application Software
- ApplicationExtender Software

# Project Implementation Plan

- Introduction
- Task Group
- Schedule
- Hardware and Software
  - Configuration
  - Pre-installation Infrastructure
  - Procurement Requirements
- Document Conversion Strategy

# Project Implementation Plan

(cont.)

- Workflow
- Training and Documentation
- System Certification
- ASDP (with EA)

# Implementation Phase

- System Installation
- System Documentation
- Initial Backfile Conversion
- Training

# System Installation

- Hardware/Software Components
- CEERIS Index Database

# System Documentation

- System Administration Manual
- Document Conversion and QA Manual
- Recordkeeping Manual
- User Manual

# Initial Backfile Conversion

- Ensures System is Functional
- Required Prior to User Training
- Continues into O&M Phase

# Training

- System Administration Training
- Verification Training for Backfile Processing
- Conversion and QA Training
- Recordkeeping Training
- End User Training

## O&M Phase

- Backfile Conversion
- System Certification
- Periodic Site Audits of System
- Periodic HQ Audits of System
- Configuration Management

# Points of Contact

- Program Manager, Linda Worthington, HQ-DIM (202) 761-0332
- System Developer/Integrator, ERM Program Management Company, Richard August/Claire Ortiz (703) 734-9327